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ANGELE DAVIS
COMMISSIONER OF ADMINISTRATION

State of Louisiana
Division of Administration
Office of State Uniform Payroll

October 02, 2009

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2010-10

TO: All ISIS HR Paid Agencies

FROM: Andrea P. Hubbard
Director

SUBJECT: Certification of Overpayment of Taxes

OSUP's Wage and Tax Administration Unit is responsible for the reporting of Social Security, Medicare, and federal withholding taxes to the Internal Revenue Service. As part of the Form W-2/Form 941 adjustment process when a Social Security and/or Medicare refund is issued, OSUP must certify that a written statement has been received from the employee stating that he or she has not claimed or will not claim a refund from the IRS due to an over collection of Social Security or Medicare taxes. Form OSUP/F086 Certification of Overpayment of Taxes will be used to satisfy this requirement.

The Wage and Tax Administration Unit will forward Form OSUP/F086 to the employee's Employee Administrator after a refund of Social Security and/or Medicare taxes has been issued. The Employee Administrator must forward the form signed by the employee to the WTA unit by fax (225) 342-1650. Form W-2c will be forwarded to the employee and the employee administrator as needed.

Any questions should be directed to a member of the OSUP Wage and Tax Administration Unit at _DOA-OSUP-WTA@la.gov or (225):

Wendy Eggert	342-0714	Penny Jones	342-2053
Tiko Ary	342-1651	Cindy McClure	342-5346
Gary Bennett	342-1652	Tracy Smith	219-0191
Fax number	342-1650		

APH:WRE/ral

Attachment: [OSUP/F086 Certification of Overpayment of Taxes](#)